

**SUMMARY OF THE
FIELD ACTIVITIES COMMITTEE MEETING
FEBRUARY 07, 2002**

The Field Activities (FA) Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met by teleconference on Thursday, February 07, 2002 at 11:00 a.m., Eastern Standard Time (EST). The meeting was led by its Chairperson, Dr. Barton Simmons of the California Environmental Protection Agency (EPA), DTSC, Hazardous Materials Laboratory. A list of action items is given in Attachment A. A list of participants is given in Attachment B.

INTRODUCTION

Dr. Bart Simmons called the meeting to order and took attendance.

TOPICS OF DISCUSSION

Review of Minutes

Review of the minutes will be done off-line and comments are to be submitted to the Dr. Simmons through email for update by Anteon.

Action Items

#1 - Florida Sampling Rule - Mr. Andy Tintle reported that the Notice will be published on February 08, 2002, with a link to the QA rule and final versions of the Standard Operating Procedures (SOPs). Any challenges must be made within 21 days and it should be promulgated by the end of March. It was noted that there may be one possible challenge related to the restricted use of bailers for groundwater samples. The FA Committee must review for grass sampling standards to check for conflicts or gaps in the Standards. Also, there is a need to carefully review the administrative portion.

#2 - Accreditation Process (AP) Comments to Draft Definitions - There will be a joint teleconference call of the FA and AP Committees at 1:30 p.m., EST on February 13, 2002. The purpose of this joint meeting will be to discuss definitions for "Mobile Laboratories" and "Field Activities." Also, to be discussed will be the jurisdiction issues related to mobile laboratories and field activities.

#3 - Federal Register Notice (FRN) - Dr. Simmons reported that the FRN was not published as expected (prior to NELAC-7i). Dr. Simmons will forward the submitted FRN to the FA Committee for review and comments and send to Mr. Edward Kantor of the U.S. EPA. It was noted that this FRN is now expected to be out prior to NELAC-8.

#4 - General Sampling Standards - Dr. Simmons stated that he has received comments and will incorporate them and distribute to the FA Committee for review and comments. It was noted that there should be a comparison review of NELAC Standards Chapter 5 and Chapter 7 for overlaps.

It was discussed and determined that there needs to be language regarding additional training requirements for sampling technicians with regard to drinking water and emissions testing. It was agreed that this language will be kept in the body of the Standards rather than an attachment.

#5 - Source Emissions Standards Development - No status to report.

#6 - Nomination Status - Status will be provided at the March 07, 2002, teleconference. Dr. Simmons will distribute personal bios of interested parties upon receipt. A discussion took place regarding non-participating members and Dr. Simmons will contact them to ask them to step aside for new members. It was determined that action to fill the positions should be deferred until the FRN referred to in #3 above has been published and after NELAC restructuring is complete.

NEW BUSINESS

Dr. Simmons reported that he had attended a New Mexico Conference where the subject of accreditation/certification of taxonomists was discussed. He stated that a group of taxonomists believe that there is a need for the development of standards regarding the identification of species. The taxonomists posed their request to the Methods Board who answered that NELAC might be interested in developing the standards. The North American Benthological Society (NABS) is willing to draft the standards to be found under Chapter 5 or Chapter 7 and NELAC would be the facilitator.

ADJOURNMENT

There being no further business, Dr. Simmons adjourned the meeting.

NEXT MEETING

The next teleconference is scheduled for March 07, 2002, at 1:00 p.m. EST.

ACTION ITEMS
FIELD ACTIVITIES COMMITTEE MEETING
FEBRUARY 07, 2002

Item No.	Action	Date to be Completed
1	Florida Sampling Rule - Email Notice to Committee on 02/8/02 (Tintle) Review Florida Proposed Standards and SOPs for consistency (Committee)	02/08/02 03/07/02
2	Request AP revised language to Standards and forward to FA committee (Simmons) Comments to draft definitions expected from AP Committee - Joint teleconference call w/ AP on 02/13/02 - Report results to FA Committee (Simmons)	02/13/02 03/07/02
3	Federal Register Notice (FRN) - Email FRN to FA Committee for review and comments for submission (Simmons)	ASAP
4	General Sampling Standards - Review and comments to Chair (Committee) Review General Sampling Standards language at next teleconference	ASAP 03/07/02
5	Petition BoD to resume Source Emissions Standards Development	2003
6	Mr. Maloney to confirm whether appointments have been made or further info required to complete nomination process. Dr. Simmons will confirm availability of previous interested party. Dr. Simmons to distribute short bios of interested parties. Tabled for further discussion after FRN (#3 above) published.	07/09/02
7	Nominations to Committee status (Simmons)	03/07/02
8	Contact NABS to see if they have draft standards (Simmons) Determine whether NELAC to pursue (Committee)	ASAP 03/07/02
9	Draft NELAC Proposed Standards for NELAC-8 due (Committee)	05/06/02

**LIST OF PARTICIPANTS
FIELD ACTIVITIES COMMITTEE MEETING
FEBRUARY 07, 2002**

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